Department Notice

November 19, 1980

TO KEY PERSONNEL

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Transition Team for the President-Elect

Ambassador Robert Neumann has been designated Director of the Transition Team for the President-Elect in the Department of State.

The Office is located in Room 1208A New State. The Team's telephone numbers are 23116, 22812 and 22382. The Office's symbol is S/RTT. The Transition Office will make the advance preparation for the new Secretary of State.

The Transition Team's members are:

Belden Bell
Charles Brower
John Carbaugh
Chester Crocker
Alvin Drischler
James Hackett
John Lehman
Robert McFarlane
Richard Perle
Richard Pipes
Pedro Sanjuan
Marion Smoak
Seymour Weiss
Curtis Windsor

The Transition Team is being assisted by two groups of State Department officers. The career element assigned to the Team is headed by Carleton S. Coon, Jr., and includes:

John Sprott
Marc Grossman
Jeanne Ronchetti

In addition there is a State Department support staff from S/S which consists of:

F. Anthony Wayne
Bette (Betsy) Neil
Patricia Lehmann
Joan Schilcher
Janet McDonald

Additional members and staff may be added.

DEPARTMENT OF STATE A/CDC/MR
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